

# Patrice Turner

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## TESTIMONIALS

*“Patrice is a creative and well organized leader. She wears many hats and handles all the details of the work or projects she undertakes. I have worked with Patrice in several ways. She has published two of my books and I look to partner with her on more because of her desire to do good work. I have also worked with her at conventions where she produced the entire event herself. In both areas she worked to give individuals the best experience. She again seeks to service those that are need with a spirit of excellence.” J. Williams*

*“Patrice brings an infectious enthusiasm to life. Her passion to see things done right goes a long way. She is a serious student and a passionate learner. But don't be fooled by these pursuits, she has a great sense of humor and a fabulous laugh. My only regret in working with Patrice is that we don't live closer so that we could share our work more often.” M. Tyree*

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## CORE COMPETENCIES

- Accomplished professional with diverse experience in leadership, live (executive) and virtual assistance
- Outstanding administrative and project management skills
- Well organized, efficient and disciplined
- Skilled at multi-tasking
- Diligent and proficient at time management
- Well-developed interpersonal skills
- Business administration expertise
- Strong coordination skills working with management, public speakers, writers and vendors/clients in the execution of daily tasks and special events
- Exceptional team leader with strong ability to generate and maintain records, oversee projects, keep team focused and on track and meet deadlines
- Versatile in many computer operating systems and programs
- Proficient with the Google suite of products
- Excellent written/verbal communication skills

## PROFESSIONAL EXPERIENCE

- |   |   |
|---|---|
| • Book Coach 101<br>2002- Present                                   | Warner Pacific College<br>2011-Present  |
| • Chapter President<br>SSnWW Women's Business Group<br>2015-Present | • Executive Assistant to Dr. Robert McClure<br>Chicagoland Area Ministers Fellowship<br>2002-2007 |
| • Staff Writer<br>Emphatic Social Media Management<br>2015-2016     | • Editor-In-Chief<br>The Torch<br>2001-2004   |
| • Managing Director-eWomenNewtwork<br>2012-2014                     | • Executive Secretary<br>Cool Springs Publishing<br>2001-2004                                     |
| • Board of Trustees   |   |

## **COMPUTER PROFICIENCIES**

- Data entry & processing
- Desktop publishing
- Editing/proofreading
- Internet research
- Mailing list administration
- Newsletter/e-newsletter creation
- Press release creation and distribution
- Word processing

## **SOFTWARE PROFICIENCIES**

- Adobe Acrobat
- Adobe Photoshop
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Outlook
- Microsoft Outlook Exchange
- Microsoft Word
- PowerPoint
- QuickBooks
- Quicken

## **ONLINE SERVICES**

- Constant Contact
- Mad Mimi
- GoTo Meeting
- Google Apps
- Mailchimp
- ProPay
- HootSuite
- PayPal
- Salesforce
- WordPress
- Google Suit
- Twitter
- LinkedIn
- Tweet Deck

## **EDUCATION**

- Stephen Tyng Mather High School (Chicago)
- Malcolm X College (Chicago)
- DePaul University (Chicago)

## **A SAMPLING OF TASKS I HAVE MANAGED**

- Plan, implement and oversee conferences and conventions
- Edit and proofread documents/reports
- Create data entry contact lists in Excel
- Setup newsletter template (print or email)
- Create and send invoices
- Calendar Management and synchronization
- Check email and voicemail and follow up as needed
- Research and book travel, hotel and meeting facilities
- Update web site content
- Write and distribute press releases
- Internet research for a specific project
- Shop online for supplies, printed materials, etc.
- Create business cards, letterhead and envelopes  
(While not a graphic designer, I can design clean, creative, simple branding materials)
- Set up meetings and meeting agendas